Specific Training

Section A: Applying Electronic Signatures (CAC)

U.S. ARMY Forms Content Management

SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >>

CLICK HERE

OFFICER EVALUATION REPORT

For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	f. DESIGNATED SPECIALTIES / PMOS (MI)
PAN, PETER	111-11-1111	CW4	20010501	OD	915E6P

g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g.2. STATUS CODE	h. REASON FOR SUBMISSION
HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW		02 Annual

i. PERIOD COVERED FROM (YYYYMMDD)	i. PERIOD COVERED THRU (YYYYMMDD)	j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil)	n. UIC	o. CMD CODE	p. PSB CODE
20050112	20060111	12			peter.pan@us.army.mil	WW3SAA	MW	MD11

PART II - AUTHENTICATION *(Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)*

a. NAME OF RATER (Last,First,MI)	SSN	RANK	POSITION	SIGNATURE	DATE
HOOK, JOHN	222-22-2222	CPT	Company Commander	Click to Approve	
b. NAME OF INTERMEDIATE RATER (Last,First,MI)	SSN	RANK	POSITION	SIGNATURE	DATE
	- -			Click to Approve	
c. NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
BELL, TINKER	333-33-3333	LTC	Battalion Commander	Click to Approve	

SENIOR RATER'S ORGANIZATION	BRANCH SENIOR RATER TELEPHONE NUMBER	E-MAIL ADDRESS (.gov or .mil)
	( ) -	

d. This is a referred report. Do you wish to make comments? ☐ Yes, comments are attached ☐ No

e. SIGNATURE OF RATED OFFICER | DATE

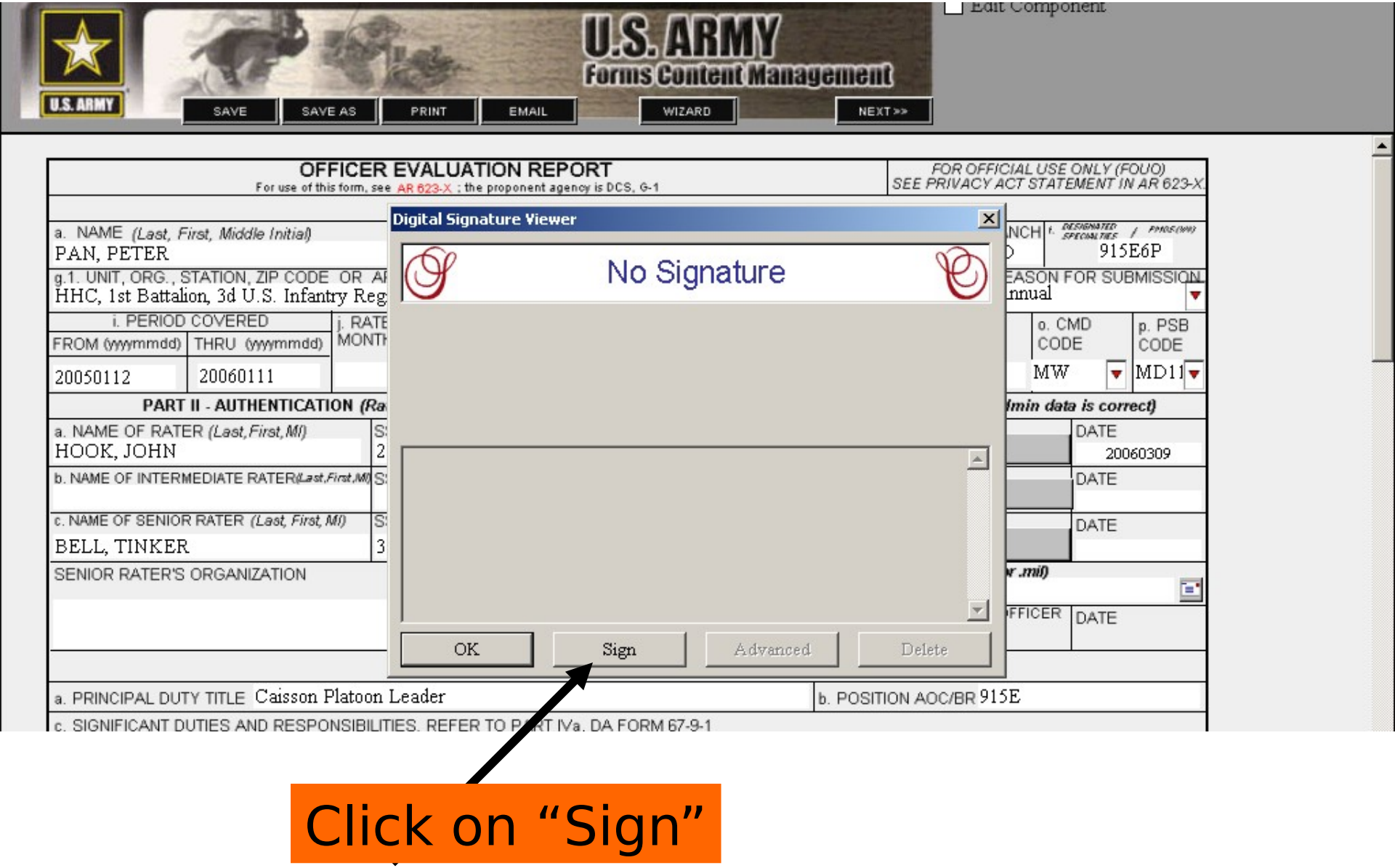
PART III - DUTY DESCRIPTION

a. PRINCIPAL DUTY TITLE: Caisson Platoon Leader

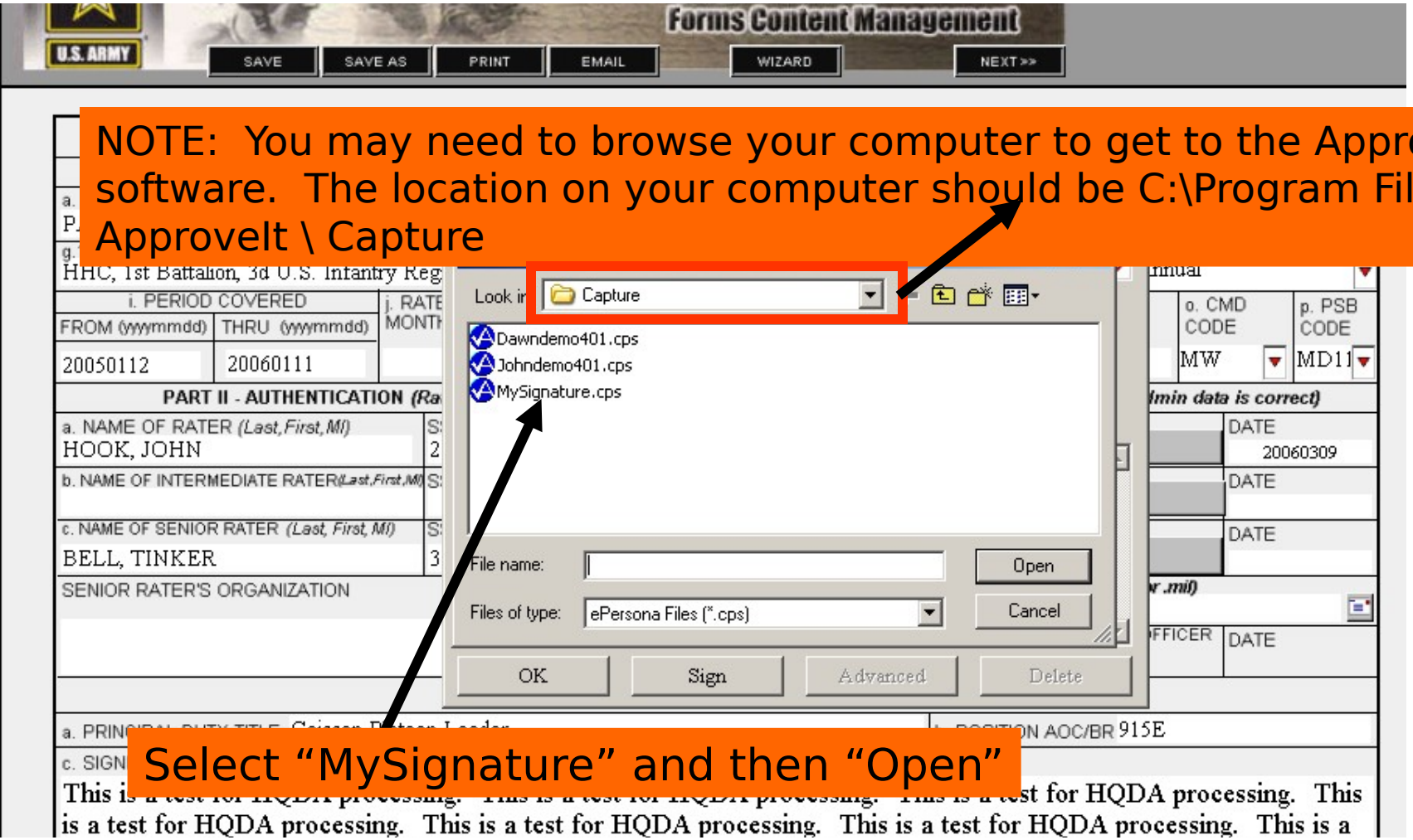
b. POSITION AOC/BR: 915E

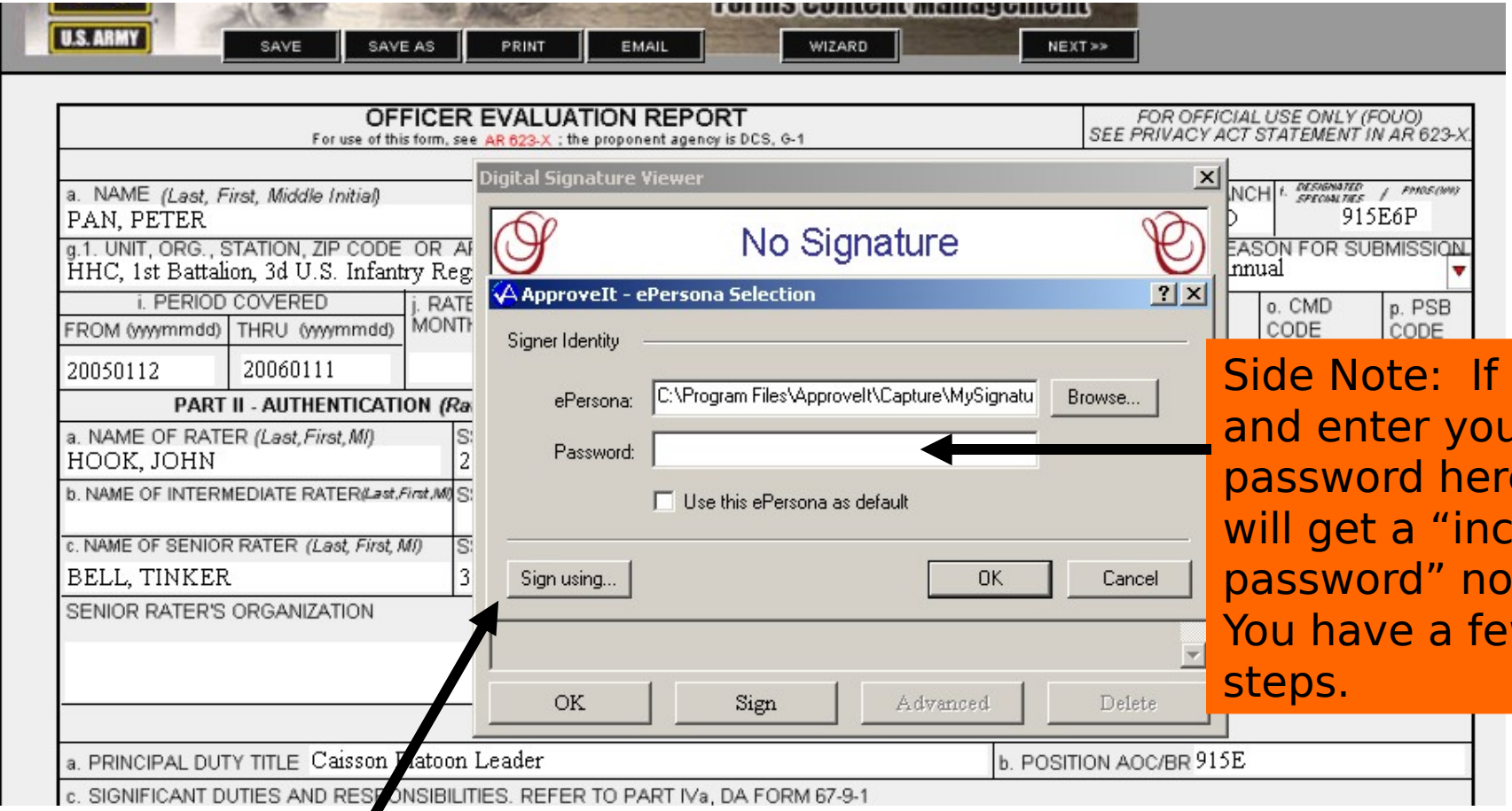
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.



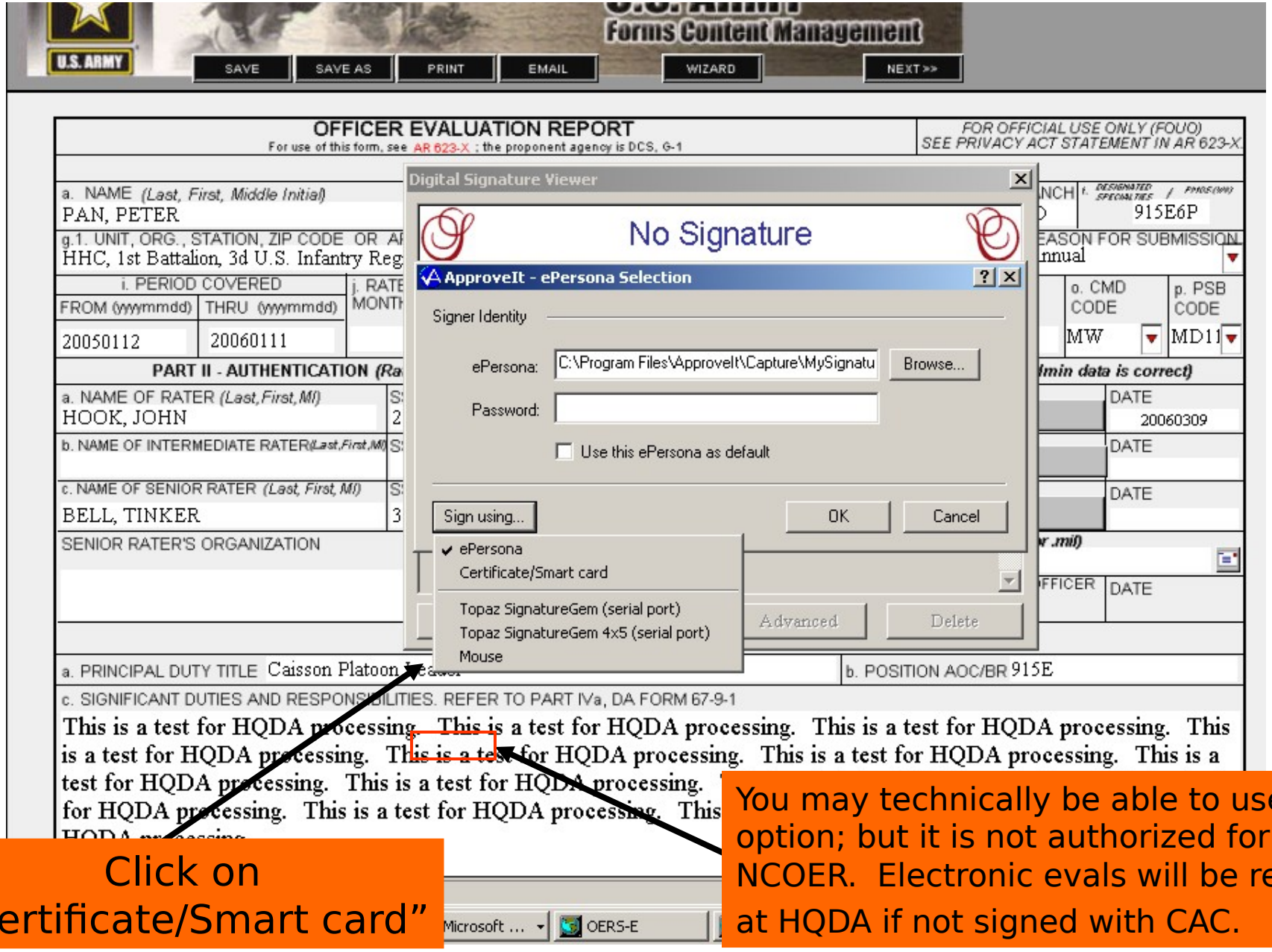
Click on “Sign”


Forms Content Management
U.S. ARMY
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
NOTE: You may need to browse your computer to get to the Approve-it software. The location on your computer should be C:\Program Files \ ApproveIt \ Capture
Look in: Capture
Dawndemo401.cps
Johndemo401.cps
MySignature.cps
File name:
Open
Files of type: ePersona Files (*.cps)
Cancel
OK
Sign
Advanced
Delete
Select "MySignature" and then "Open"
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
o. CMD CODE
MW
p. PSB CODE
MD11
DATE
20060309
915E
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a



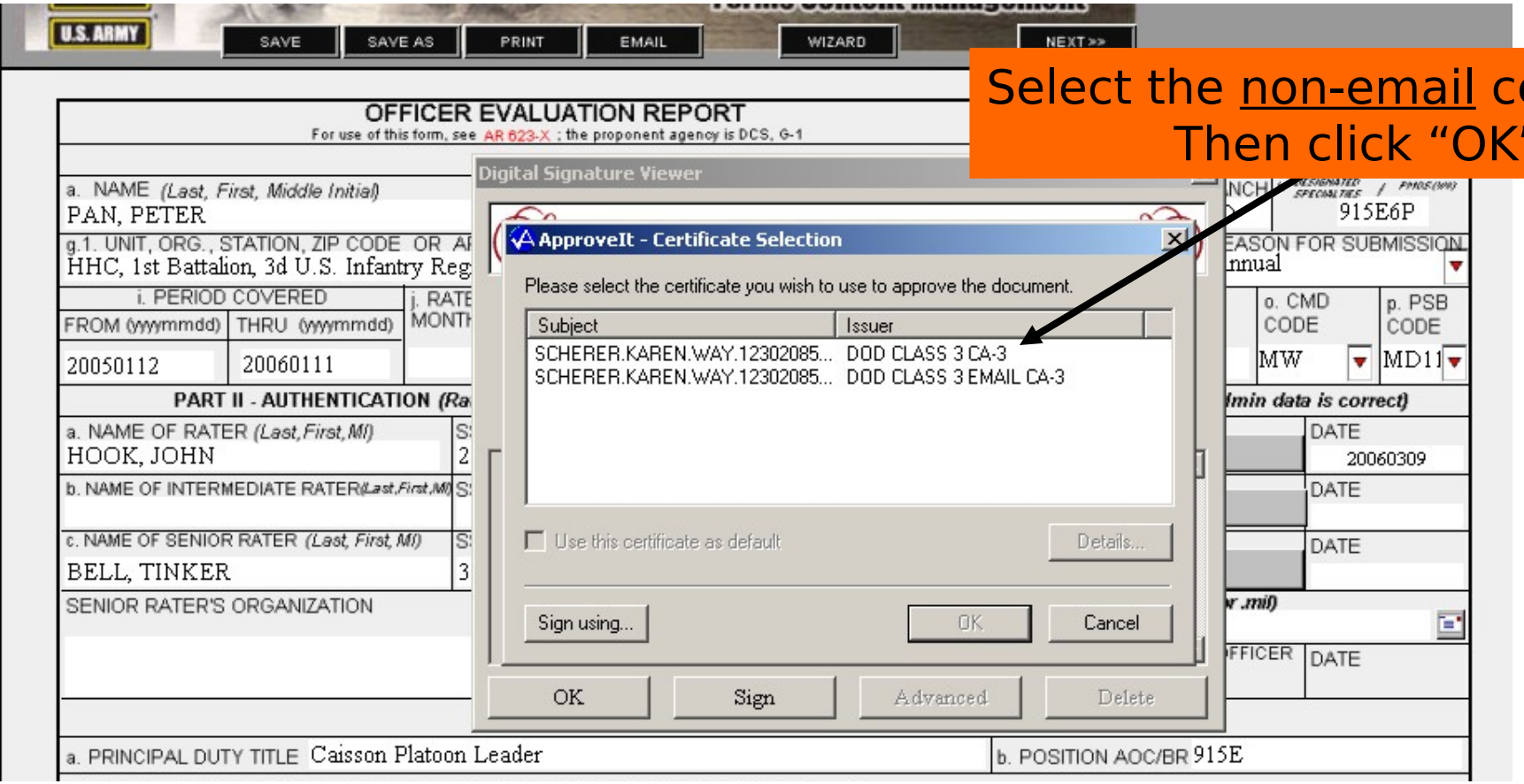
Side Note: If you try and enter your CAC password here, you will get a “incorrect password” notice. You have a few more steps.

Click “Sign using…”

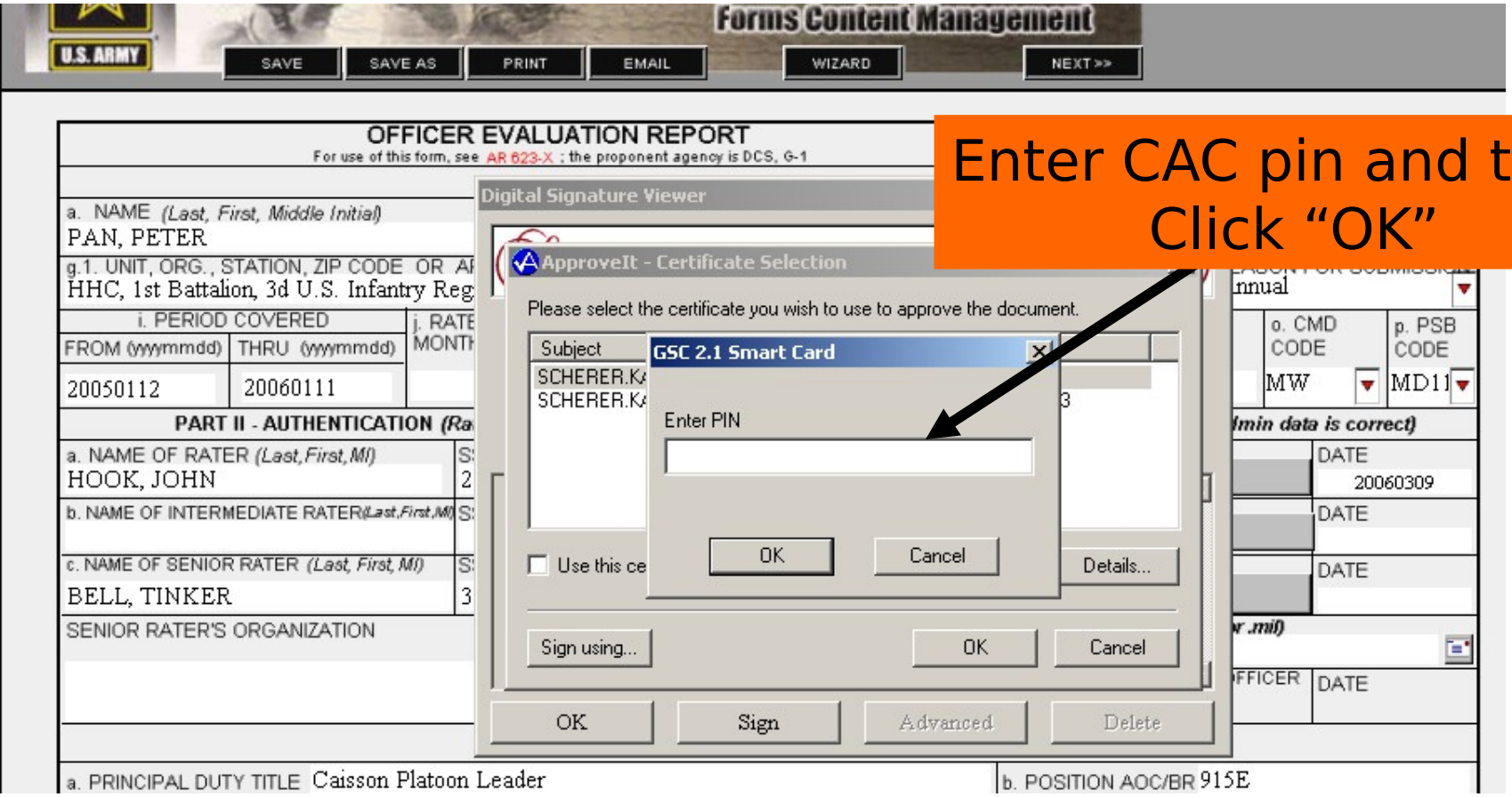

Forms Content Management
U.S. ARMY
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR AD
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Digital Signature Viewer
No Signature
ApproveIt - ePersona Selection
Signer Identity
ePersona:
C:\Program Files\ApproveIt\Capture\MySignatu
Browse...
Password:
Use this ePersona as default
Sign using...
OK
Cancel
ePersona
Certificate/Smart card
Topaz SignatureGem (serial port)
Topaz SignatureGem 4x5 (serial port)
Mouse
Advanced
Delete
Microsoft ...
OERS-E

Click on Certificate/Smart card"

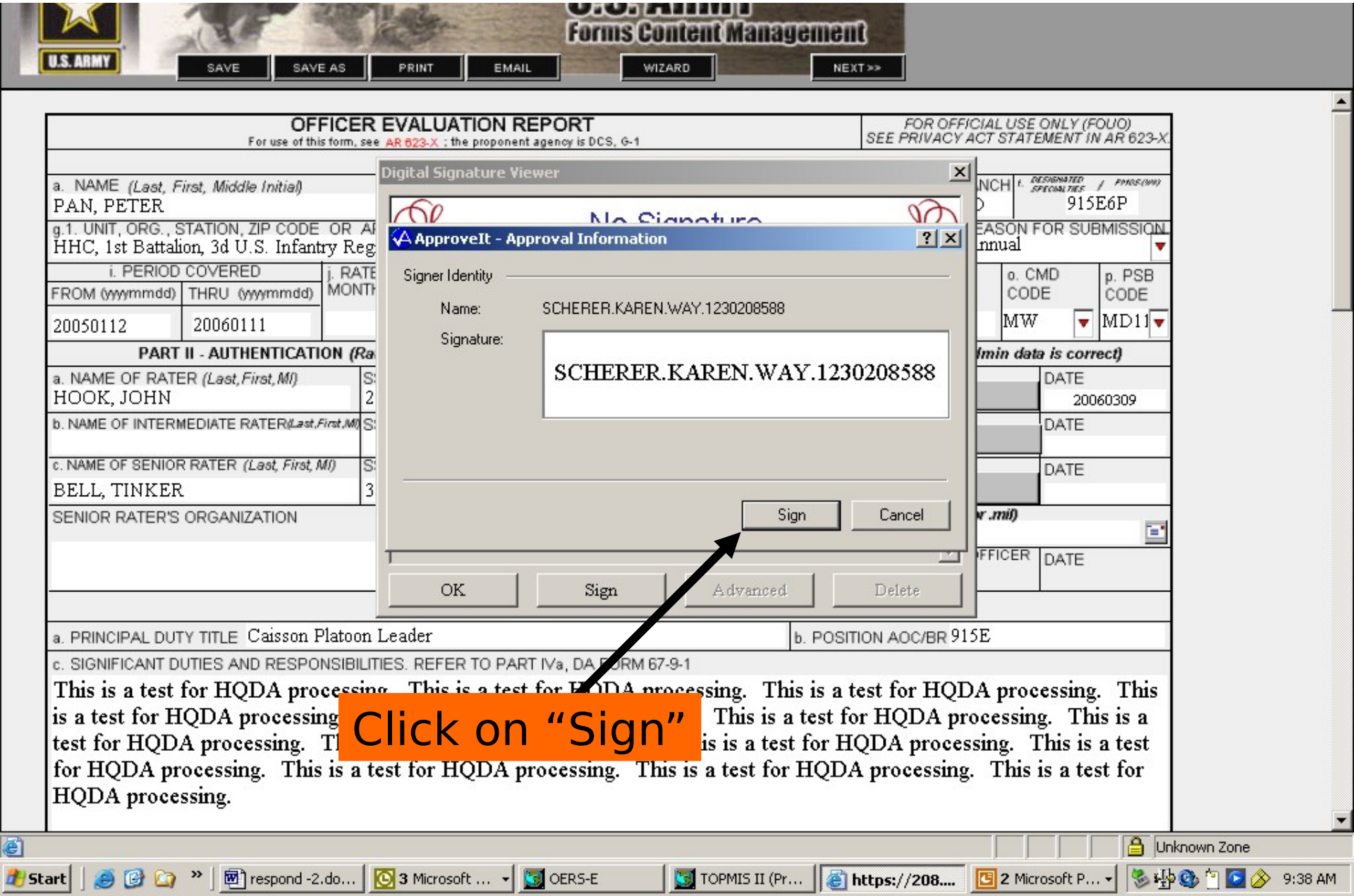
You may technically be able to use this option; but it is not authorized for OER & NCOER. Electronic evals will be rejected at HQDA if not signed with CAC.

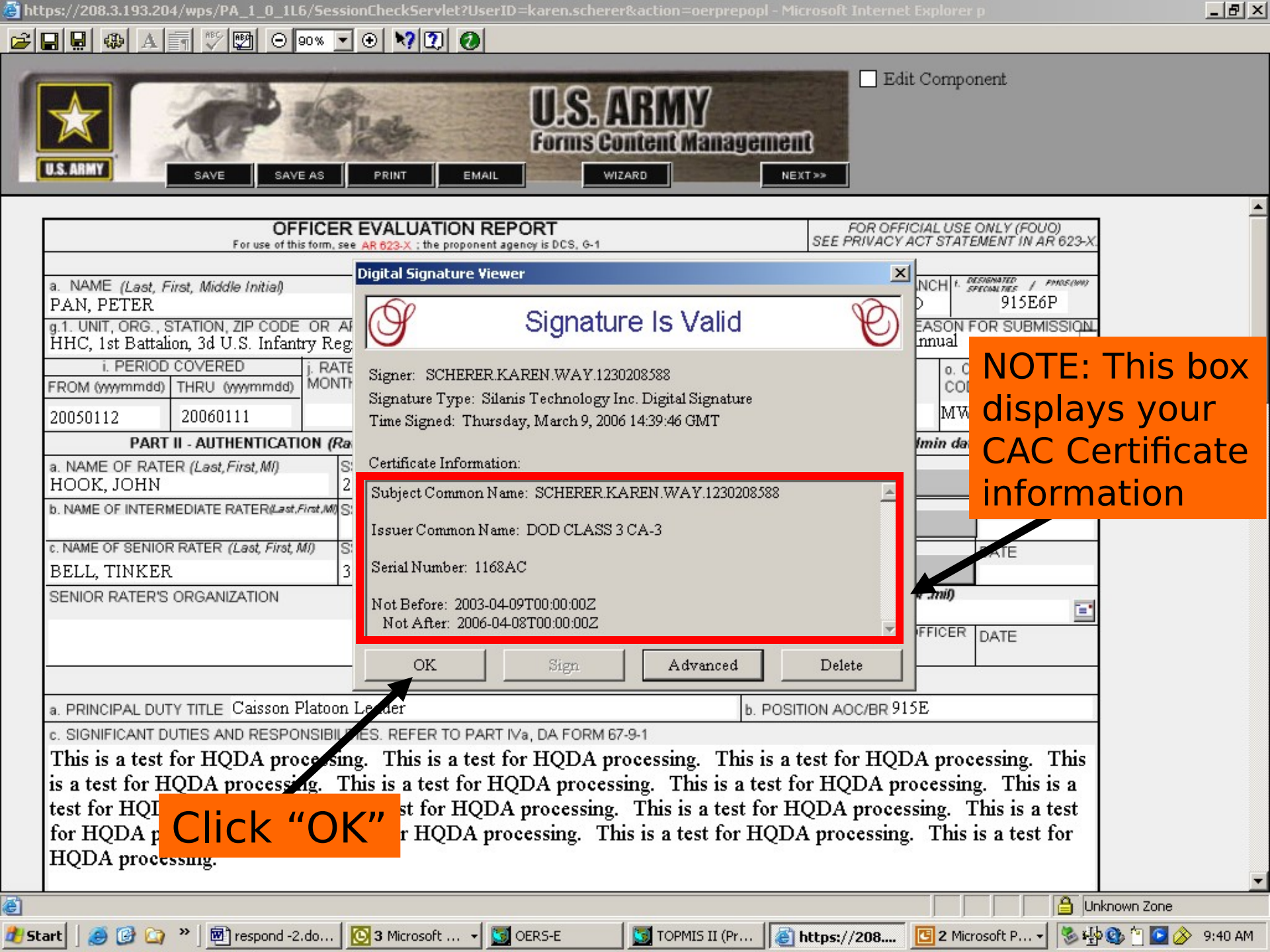


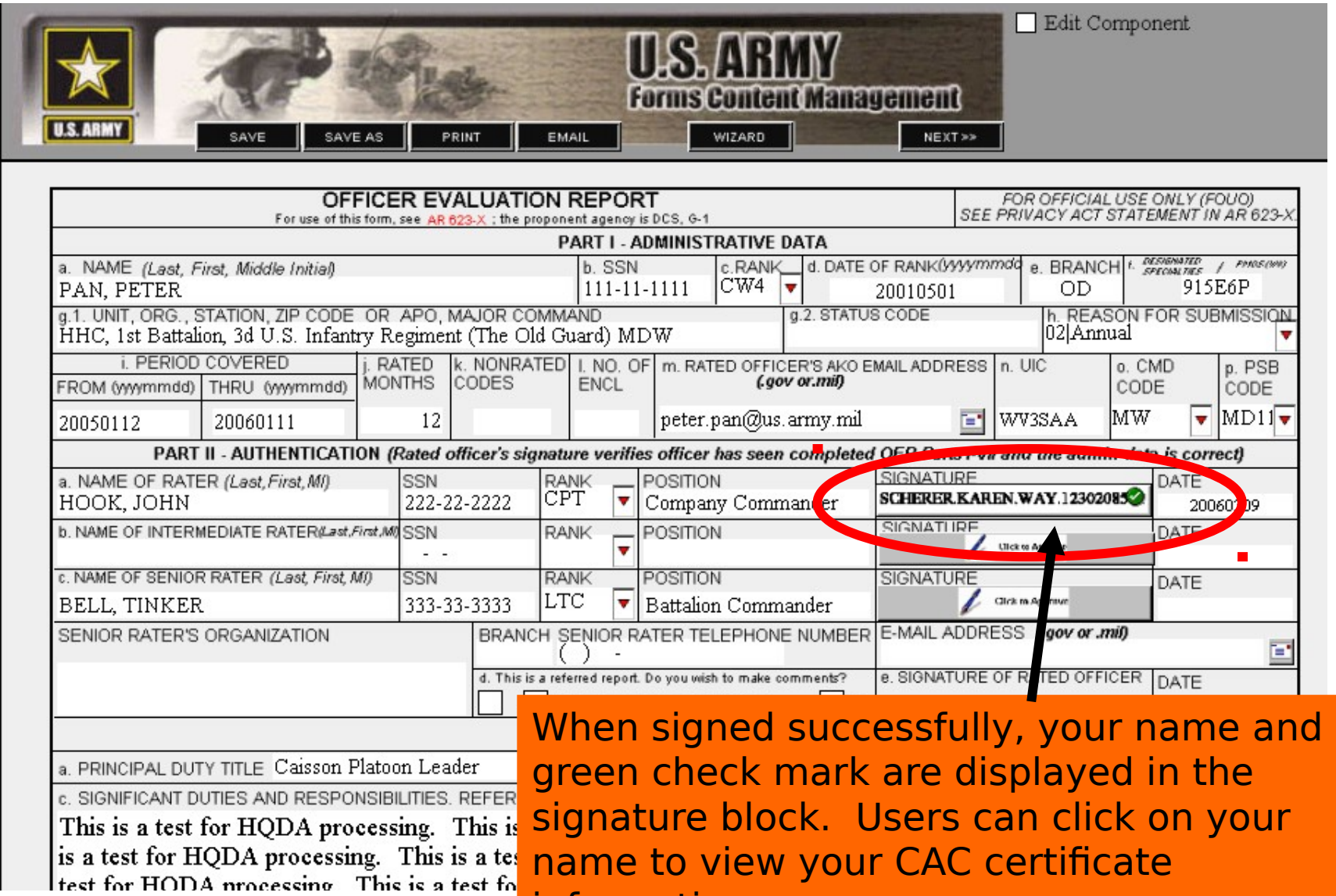
Select the non-email certificat
Then click “OK”



Enter CAC pin and then Click “OK”

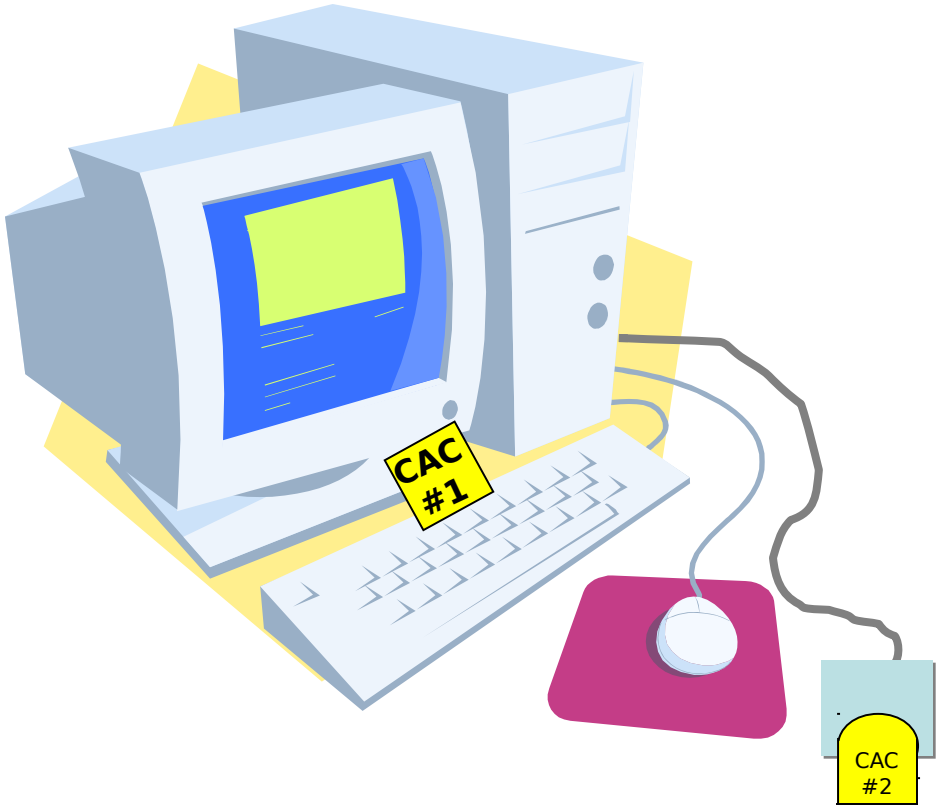

U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Digital Signature Viewer
No Signature
ApproveIt - Approval Information
Signer Identity
Name: SCHERER.KAREN.WAY.1230208588
Signature:
SCHERER.KAREN.WAY.1230208588
Sign
Cancel
OK
Sign
Advanced
Delete
Click on "Sign"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:38 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
915E6P
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
Digital Signature Viewer
Signature Is Valid
Signer: SCHERER.KAREN.WAY.1230208588
Signature Type: Silanis Technology Inc. Digital Signature
Time Signed: Thursday, March 9, 2006 14:39:46 GMT
Certificate Information:
Subject Common Name: SCHERER.KAREN.WAY.1230208588
Issuer Common Name: DOD CLASS 3 CA-3
Serial Number: 1168AC
Not Before: 2003-04-09T00:00:00Z
Not After: 2006-04-08T00:00:00Z
OK
Sign
Advanced
Delete
NOTE: This box displays your CAC Certificate information
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Click "OK"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:40 AM



When signed successfully, your name and a green check mark are displayed in the signature block. Users can click on your name to view your CAC certificate information.

Letting 2 people sign from 1 computer.



Anyone can put a second CAC reader on a machine (in an available port) and use that CAC reader to allow a second person to sign a document while the primary computer user remains signed on with his/her CAC.

<u>In application</u>: Once a senior leader rating official completes a counseling session the rated Soldier leaves the office and stops at the admin assistant's or XO's desk and signs the counseling form or evaluation.